

Wyoming
Registered Apprenticeship
Program (RAP)
Tool-Kit





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Welcome,

Thank you for your interest in registered apprenticeship. The Apprenticeship State Expansion (ASE) team is working with local businesses, educational institutions, and training providers to expand apprenticeships in the state of Wyoming. Our team is here to guide you through benefits and resources available to you to support your registered apprenticeship program.

This Registered Apprenticeship Program (RAP) Tool Kit will be a resource for businesses interested in apprenticeships, explaining an overview of RAP's and the Department of Labor (DOL) registration process and contact information.

All RAP's are registered with the DOL's Office of Apprenticeship (OA). The ASE team is here to help answer your questions as business owners related to RAPs. Additionally, ASE offers a reimbursement for employers for the on-the-job training component for RAPs. Employers who have an apprentice who started after July 1, 2019 and are registered with the DOL are eligible for the \$300.00 reimbursement of wages per apprentice.

Thank you for your continued dedication to the advancement of Wyoming's workforce and expanding apprenticeship!

Sincerely,

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RAP Overview

There are numerous apprenticeship programs which assist Wyoming in meeting our need for a skilled workforce. Registered Apprenticeship is a tried-and-true approach for preparing workers for jobs – and meeting the business needs for a highly-skilled workforce that continues to innovate and adapt to meet the needs of the 21st century here in our state.

- Businesses that use apprenticeship reduce worker turnover by fostering greater employee loyalty, increasing productivity, and improving the bottom line.
- Apprenticeships offer workers a way to start new careers with competitive and industry leading wages.
- Workforce organizations, community colleges, and other education and training institutions can use apprenticeship as a proven employment and training strategy.

Benefits of a RAP in Wyoming

Building and utilizing a RAP has a number of financial and social benefits for your business. RAPs recruit and develop a highly skilled workforce, increase business productivity, and reduce employee turnover with an average of 94% of apprentices continuing employment after completing an apprenticeship.

Registered Apprenticeship is an employer-driven model that combines on-the-job learning with related classroom instruction that increases an apprentice's skill level and wages. It is a proven solution for businesses to recruit, train, and retain highly skilled workers. Apprenticeship is not just for the private sector – many federal government agencies, including the U.S. military, have apprenticeship programs.

Apprentices can be new hires or businesses can select current employees to further their credentials by joining a registered apprenticeship program. Apprenticeships are a good way to reward high-performing entry-level employees and move them up the career ladder within the business.

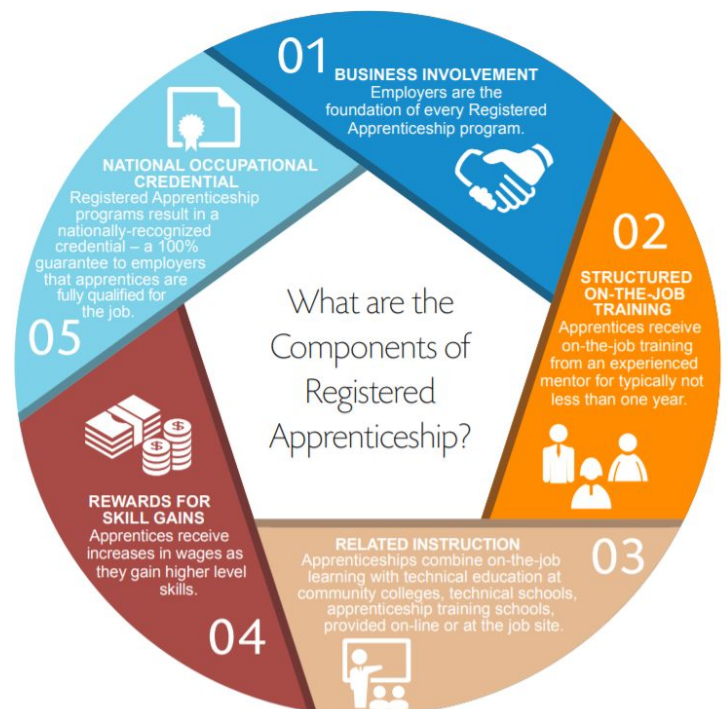
For more information on Registered Apprenticeship and how it can benefit your company, please visit www.dol.gov/apprenticeship or <https://www.apprenticeship.gov/>

Building a RAP

A registered apprenticeship, or RAP, is made up of five key components. It must be industry led, include structured on-the-job training, related classroom instruction, a wage progression, and lead to an industry or nationally recognized credential upon completion.

Business Involvement: Employers are the foundation of every apprenticeship program and the skills needed by their workforce are at the core. Businesses must play an active role in building the program and be involved in every step in designing the apprenticeship.

On-the-Job Training (OTJ): Every program includes structured OTJ training. Apprentices get hands-on training from an experienced mentor at the job site for typically not less than one year. OTJ is developed through mapping the skills and knowledge that the apprentice must learn over the course of the program in order to be fully proficient at the job.



Related Instruction (RI): Apprentices receive related instruction that complements OTJ learning. This instruction delivers the technical, workforce, and academic competencies that apply to the job. It can be provided by a community college, a technical school, or an apprenticeship training school – or by the business itself. Education partners collaborate with business and the Office of Apprenticeship (OA) to develop the curriculum based on the skills and knowledge needed by apprentices. All partners work together to identify how to pay for the related instruction, including the cost to the employer and other funds that can be leveraged.

Rewards for Skill Gains/Wage Progression: Apprentices receive increases in pay as their skills and knowledge increase. Employers work with OA to establish wage progression through the apprenticeship as skill benchmarks are met by apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.

National Occupational Credential: Every apprentice that completes a RAP receives a nationally-recognized credential. As you build the program, keep in mind that apprenticeship programs are designed to ensure that apprentices master every skill and have all the knowledge needed to be fully proficient for a specific occupation.

Flexibility

Flexibility in Related Instruction: There are many options for how the related instruction is provided to apprentices. In Wyoming there are many resources available for related instruction including online, in person through school or employer, and the department of workforce services also has many options for grant opportunities.

Flexibility in Training Model that Fits Employer: Training components can be arranged in different ways to develop a model that works for both businesses and apprentices. In a traditional apprenticeship model, apprentices receive both related instruction and on-the-job training concurrently throughout the program. For a “front-loaded” model, apprentices complete some related instruction (an employer or a partner such as a community college or another school)

before starting a job, in order to learn the critical skills required for the first day on the job site. Programs can also be built using a “segmented” model in which apprentices alternate between related instruction and on-the-job training.

Why register your apprenticeship program with OA?

Technical Assistance and Support : The program joins the apprenticeship network, which provides access to a nationwide network of expertise, customer service, and support at no charge.

National Credential : Graduates of registered apprenticeship programs receive a national, industry-recognized credential.

Quality Standard Development: Registration means the program has met national and independent standards for quality and rigor. Registration tells prospective apprentices, customers and suppliers that businesses are committed to enhancing the workforce.

State and Federal Resources : Businesses and apprentices can access funding and other resources from many federal programs to help support their RAPs.

Starting a RAP

Occupation: Starting a RAP can look different for each individual. Steps may be different depending on occupation, business type, and needs of industry. The occupation may already be approved by the Department of Labor (DOL). If occupation is not already approved, steps will need to be taken with the OA in order to have a RAP.

Length of apprenticeship will also depend on the type of occupation. The breakdown of wage progression can also depend on the occupation. Each job industry will have a different wage progression based on time, RI, and OTJ training needed for completion of the program.

A selection procedure must also be in place in order to determine who the apprentices will be. OA and business will reference current job selection procedures in place by business and industry wide selection processes that have been successful.

Related Instruction (RI) and On-the-Job Training (OTJ): Between business and the OA a related instruction and on-the-job training will be created if not partnered with an educational institute or approved sponsor. The RI and OTJ will prepare apprentices for the Wyoming workforce. This will also create the needed standards that will reflect the quality of the apprenticeship program.

Next steps with OA: The next steps for a business will be to evaluate the program standards and training that they have completed with the OA and continue to revise them until the business is satisfied. Becoming a RAP is completely voluntary and the OA is a valuable tool for them to use as a resource during this time.

Once a program has become registered: After the completion of program standards and training agenda, the OA will begin to register the apprenticeship program in the RAPIDS system. This system will then verify all the information with the DOL registering the business and RAP number. All apprentices from then on will then be registered under this same number.

A new registration packet will then be sent out to the new RAP program with information on the next steps of the program and info on all supportive services offered in the state of Wyoming.

Funding Resources in Wyoming to Support RAP

Funding Source	What does this funding source cover?		
	On-the-Job Training	Related Instruction	Additional Support Services
WIOA	✓	✓	✓
ASE	✓		
WDTF		✓	

Workforce Innovation and Opportunity Act (WIOA): For WIOA qualifying individuals in a RAP, most expenses for the on-the-job learning and related instruction may be allowable expenditures. For those who have traditionally faced barriers to employment, WIOA participant services include personalized employment planning, on-the-job training, and various other support services which may include costs associated with child care on a short-term basis. Individuals are encouraged to contact the local workforce center for more information and for eligibility determination. For a list of local Workforce Centers in Wyoming, please visit:

<http://www.wyomingworkforce.org/contact/all/>

Apprenticeship State Expansion Grant (ASE): Reimbursement is available for employers for the on-the-job learning component for registered apprenticeship programs. Employers who have an apprentice who started after July 1, 2019 are eligible for \$300.00 reimbursement of wages for

each apprentice one time. To learn more about Apprenticeship Expansion in Wyoming visit:

<http://www.wyomingworkforce.org/businesses/employment/ase/>

Workforce Development Training Fund (WDTF): Wyoming-based sponsors and related instruction providers can apply to receive funding to cover related technical instruction expenses including tuition and registration, class fees and instructional materials, travel, instructor wages, and more. For more information about WDTF visit:

<http://wyomingworkforce.org/businesses/wdtf/>

For more information on resources that may be available to support a RAP visit

www.doleta.gov/oa/federalresources/playbook.pdf

Ready to register an apprenticeship program?

Contact Michael Ann Broad, the Wyoming State Director with the US Department of Labor, Employment and Training Administration, Office of Apprenticeship at (307) 772-2448 or via email at Broad.Michael@dol.gov.